



1. Log on to nFormaWeb as the administrator
2. Click on the nRoll module
3. Select AGDoE Report from the nRoll Setup drop down menu.

The screenshot shows the nForma 2.02.6A interface. The 'nRoll Setup' dropdown menu is expanded, with a red arrow pointing to the 'AGDoE Report' option. The main interface includes a navigation bar with 'Home', 'Modules', 'nRoll', 'Reports', and 'nRoll Setup'. Below the navigation bar, there are fields for 'Year' (2015), 'School Term' (Term 3), 'Home Group' (2/3/4), and 'Date' (10 July 2015). There are also buttons for 'Emergency Print', 'nRoll Configuration', 'Absence Type', 'Reason Type', and 'Save/Update Roll'. A table header is visible at the bottom with columns: StudentName, YearLevel, Absence, Communication Type, Type, Reason Type, and Communication Type.

4. Validate your data in nRoll by generating the PDF or CSV reports based on your preferred option:
 - a. Daily
 - b. Month
 - c. Term or
 - d. Semester

The screenshot shows the nRoll AGDoE Report configuration page. The 'School details' section includes the AGDoE Number (1111) and a 'Save' button. The 'AGDoE Report' section contains the following text: "The Department of Education (DoE) has provided new definitions and requirements for the purpose of collecting Student Attendance Data from 2015. The AGDoE Report function will collect the required data for your school's attendance to be confirmed for two separate collection periods a year: Semester 1 and Term 3. The report data is now cumulative and will contain aggregated values from the start of the collection period (Semester 1/Term3) to the end of the relevant month (for example, the data for April will have aggregated values from January through to end of April). Please note, if generating PDFs or CSV files for future date selections, all students will be assumed as 'attended' for that period, therefore data may not be accurate." Below this text are radio buttons for 'Daily', 'Month' (selected), 'Term', and 'Semester1'. There are also date selection fields: 'From: 10/07/2015' and 'To: 10/07/2015'. At the bottom, there are links for 'View Data As PDF', 'Generate CSV File', and 'Initiate Immediate Data Transfer to CECV (only use if instructed)'. A note states: "Clicking the above link will initiate a data transfer to CECV for Student Attendance Data Report. This link is to be used only when instructed."

Please refer to the correspondence from CECV for detailed instructions on how to review and confirm roll data via CECV.